

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DPS12922440
POSITION NO: 243577
POSITION TITLE: _____

DATE POSTED: 12/17/21
CLOSING DATE: Open Until Filled

POSITION TITLE: Firefighter
DEPARTMENT NAME / WORKSITE: DPS/Fire & Rescue Services /Shiprock, NM
WORK DAYS: Mon-Fri REGULAR FULL TIME: ☒ GRADE/STEP: BQ59A
WORK HOURS: 8am - 5pm PART TIME: ☐ NO. OF HRS./WK.: _____ \$ 30,004.56 PER ANNUM
SENSITIVE ☒ SEASONAL: ☐ DURATION : _____ \$ 14.37 PER HOUR
NON-SENSITIVE ☐ TEMPORARY: ☐ _____

DUTIES AND RESPONSIBILITIES:

Responds to fire alarms and other emergency calls in accordance with applicable policies and procedures and guidelines; uses hand tools to control and extinguish fires; makes forcible entry into buildings to evacuate occupants and ventilate structure; performs salvage and overhaul operations; performs extrication of trapped or injured occupants using appropriate tools and methods to gain entry to damaged motor vehicles. Administers first aid and artificial respiration to injured persons and/or transportation of victim(s) to medical facility for treatment; assists medical personnel with initial on-site examination of victims such as vital signs and circumstances of emergency. Conducts presentations on fire safety, drives and operates fire fighting vehicle and equipment. Inspects building for fire hazards and compliance with fire prevention ordinances; assists with hazardous material incidents, which may include identifying chemicals, controlling fires and spills providing evacuation assistance; prepares required reports; assists with related community activities; recruits new volunteers.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma/GED; and two (2) years experience in fire rescue.
- Must be eighteen years or older.

Special Requirements:

- A favorable background investigation
- Possess a valid state driver's license; pass a physical examination and a physical agility test as required by the National Fire Standard Form 1001.

Supplemental Requirements:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit, a Cardiopulmonary Resuscitation Certificate (CPR), a First Aid Certificate and a Fire Fighter Level I Certificate within 90 days of date of hire Depending upon the needs of the Nation, some incumbents may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Must have no traffic citations within the past three (3) years. Knowledge of the principles of fire & rescue operations and its functions, skilled in operating a fire apparatus and emergency vehicles, ability to operate and inspect emergency equipment, attend critical meetings in the absents of Fire Lieutenant. Have basic knowledge of principles and practice of emergency medical care at either the first responder or EMT-Basic level and skill in comprehending and transmitting vital information to complete reports.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.

JVA PROCEDURES

DPS12922440

DPM will utilize the JVA from a prior advertisement or standardize JVA when DPM becomes aware of a vacancy or is informed there will be a vacancy and provide notice to the program that the position will be advertised on the next vacancy listing.

If JVA has not been standardized programs must submit a hardcopy of the Job Vacancy Announcement utilizing the Excel template available on DPM's website. In addition, programs must email a copy of the JVA to the assigned Human Resource Analyst.

Comply with the employment, recruitment and selection policies and the requirements of applicable Navajo Nation, State, and Federal Laws.

To assist DPM in conducting the assessment, provide the description of the duties and responsibilities to be performed for your program. **DO NOT copy from class specification word for word.**

Programs who wish to re-advertise a position may do so by submitting a written justification request or email to DPM.

FOR PROGRAM USE ONLY

Contact Person:	<u>Larry Chee</u>	Phone:	<u>6915</u>
		Email:	<u></u>
Prepared by:	<u></u>	Title:	<u></u> Date: <u></u>
Approved by:	<u></u>	Title:	<u></u> Date: <u></u>

FOR PERSONNEL USE ONLY

Dept. No:	<u></u>	Business Unit #:	<u></u>	Budget Amount:	<u></u>
Occupied?	<u></u>	Vacancy Date:	<u></u>	Position Status Date:	<u></u>
Classified Title:	<u></u>				
Reviewed by:	<u></u>				Date: <u></u>
Revised: 03.05.18					